



APPLICATION FOR RECORDS RETENTION SCHEDULE

Georgia Department of Labor
Employment Security Agency
Administrative Services Division
Records Management and Controls

INSTRUCTIONS: The Records Management Officer of the Agency's Records Management and Controls Unit will be of assistance in completing this form. After Division Director/Designee has signed the form, forward original to Administrative Services Division, Records Management and Controls, 130 Memorial Drive, S. W., Atlanta, Georgia 30303. Attention: Records Management Officer

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Unemployment Insurance Division Georgia Department of Labor 256 Washington St Atlanta, Ga 30334	Application Number 82-75	
Application Number		Date Received APR 6 1982	Date Completed APR 16 1982
2. Person to Contact Paul Spencer - Clerk -		Working Title	Telephone Number 377-5161
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1981 —	5. Records Series Title (followed by title used in office; if different) Trade Readjustment Act Paid Check Files		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Unemployment Insurance Division administers an employer-paid tax system to stabilize unemployment of those persons through no fault of their own lost their job. The Trade Readjustment Act funds displaced workers for temporary benefits and retraining due to job losses from unfair trade competition.			
7. Record Series Description Documents relating to: Included are: File is arranged:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Payment of TRA Claims Cancelled Checks by date of issuance, then numerical order	
8. Monthly Reference Rate One to six months old <u>10</u> ; Seven to twelve months old <u>10</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>2</u> ?		How often are records referred to which are:	
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>160 ct.</u>			

(Over)

ESA-144 (3/80)
(AR-50-71)

YES	NO	10. Questionnaire (Place an "X" in the proper column)
✓		a. Is this the official copy of the series? If not, where is it?
✓		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	✓	c. Is this a vital record?
	✓	d. Does this series have historical or long term research value?
	✓	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	✓	f. Is the information contained in this series ever published? If yes, attach copy.
	✓	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	✓	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	✓	i. Is this series (or a major portion of it) regularly microfilmed?
✓		j. Does the record series result in a computer printout? <i>utility personnel</i>

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------------|
| a. State Law | _____ years. | d. Audit period | <u>3.3</u> years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>3.25</u> years. |
| c. Federal Law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other _____ then.

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Cut off files at end of month, hold in current files area one month, transfer to State Records Center hold three years and one quarter, and then destroy.

These instructions apply to all prior and future accumulations of the series.

Division Director/Designee (Signature)	Date		
<i>A. Bailey</i>	<i>3/31/82</i>		
ESA Director (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>		<i>[Signature]</i>	<i>3/31/82</i>
		State Records Committee (Signature)	Date
		<i>[Signature]</i>	
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	<i>[Signature]</i>	<i>4-14-82</i>
	Secretary of State/Designee	<i>Canall Hard</i>	<i>4-12-82</i>
	Attorney General/Designee	<i>[Signature]</i>	<i>4-15-82</i>